

FIRE TRAINING OFFICER STUDY GUIDE

A written examination for the class of **FIRE TRAINING OFFICER** to be administered in **SHREVEPORT** on **JANUARY 14, 2016**, will consist of approximately **100** multiple-choice questions. The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
TRAINING Knowledge of the procedures for evaluating the training needs of the department and for developing and implementing an effective training program, including serving as an instructor.	20.0%
FIREGROUND OPERATIONS Knowledge of fireground operations sufficient to train department personnel in areas of basic fire fighting, forcible entry, fire streams, ventilation, rescue, salvage and overhaul, fire attack, hazardous materials and photographing the fire scene.	13.0%
WATER SUPPLY AND PUMP OPERATIONS Knowledge of water supplies and pump operations sufficient to train departmental employees in the use of pump operations, hydraulics; nozzle and hose handling; fire streams; and driving fire equipment.	10.0%
TOOLS AND EQUIPMENT Knowledge of the care, operation, and correct uses of all fire department tools and equipment in order to train department employees in the use of these, including the following: protective breathing apparatus, ropes, extinguishers and ladders.	5.0%
MEDICAL PROCEDURES AT THE EMERGENCY SCENE Knowledge of first aid practices and procedures, including CPR and emergency medical services, sufficient to train departmental employees to perform these duties at the scene of an emergency.	5.0%
FIRE PREVENTION AND INVESTIGATION Knowledge of fire prevention and inspection procedures sufficient to train departmental employees in performing fire inspections and fire investigations, and the collecting of information for pre-fire planning.	10.0%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
SAFETY Knowledge of the procedures used to conduct training, to investigate all accidents involving equipment and personnel, to inspect working conditions of apparatus, equipment, and machinery to insure that they are in compliance, to demonstrate safety equipment, and to determine if department personnel are using equipment as demonstrated.	12.0%
MANAGEMENT AND SUPERVISION Knowledge of the principles of effective fire service management, involving researching, planning for programs and activities of the training department, organizing and analyzing data needed for policy changes, personnel management related to recruitment selection, verifying employee applications, maintaining an eligibility list, supervising new recruits during basic training; and managing equipment, property, and supplies used by the training division.	11.0%
RECORDS/REPORTS Knowledge of effective records-keeping practices, including preparation and content; and knowledge of effective report preparation procedures, including the compilation and organization of data into an effective written format for reports.	7.0%
PUBLIC RELATIONS Knowledge of effective public relations practices which foster a positive public image of the department through contact with the media, other agencies, and the public.	7.0%

REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

PRIMARY REFERENCE MATERIAL

INTERNATIONAL FIRE SERVICE TRAINING ASSOCIATION (IFSTA)/ FIRE PROTECTION PUBLICATIONS (Training Manuals):

Essentials of Firefighting and Fire Department Operations, 5th ed., 2008.
Fire and Emergency Services Instructor, 7th ed., 2006.
Pumping Apparatus Driver/Operator, 2nd ed., 2006.
Fire Service First Responder, 1st ed., 2000.
Fireground Support Operations, 1st ed., 2002.
Fire Department Safety Officer, 1st ed., 2001.

EFFECTIVE SUPERVISORY PRACTICES, International City Management Association (ICMA), 1120 G Street, N.W., Washington, D.C. 20005, 4th ed., 2005.

NOTE: Obtain through LSU Firemen Training Program or IFSTA Fire Protection Publications.

KIRK'S FIRE INVESTIGATION, Brady, A Prentice-Hall Division, Englewood Cliffs, New Jersey, 07632, 5th ed., 2002.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.